

# CAREER OPPORTUNITY

Our Client, the Affordable Housing Board (AHB), is a body corporate established under the Affordable Housing Act of 2024 as a State Corporation within the State Department for Housing and Urban Development. It is mandated to provide a framework for development and access to affordable and institutional housing.

The Board of Directors is seeking to recruit a qualified, highly experienced, and results-oriented individual with a high degree of professionalism to fill the position of ESTATE MANAGEMENT OFFICER, AHB 8

## VACANCY FOR THE POSITION OF ESTATE MANAGEMENT OFFICER II

### JOB PURPOSE

This cadre is responsible for overseeing and managing the operations, maintenance, and development of properties and facilities, by ensuring that properties are well-maintained, occupied, and managed efficiently to maximize value and return on investment.

### REPORTING RELATIONSHIP:

This role reports to the Manager, Estate Management

### KEY DUTIES AND RESPONSIBILITIES

This is the entry and training level for Degree holders. Duties and responsibilities in this level will entail:

- i. Assisting in overseeing the management of affordable housing properties, ensuring they are well-maintained and comply with safety and regulatory requirements.
- ii. Conducting routine inspections of properties to identify maintenance needs, safety concerns, and potential areas for improvement.
- iii. Participating in the preparation, review, and management of leases agreements, including renewals and terminations, while ensuring compliance with board policies and regulations.
- iv. Coordinating routine maintenance and repair activities by liaising with contractors and service providers, ensuring timely resolution of issues.
- v. Maintaining accurate and up-to-date records of property details, tenant information, lease agreements, and maintenance activities using property management software.
- vi. Preparing periodic reports on property conditions, maintenance activities, and tenant-related matters for management review.
- vii. Documenting all property management activities, including inspections, repairs, and tenant interactions, ensuring proper record-keeping.
- viii. Monitoring housing properties to ensure compliance with relevant laws, regulations, and board policies, reporting any issues that require corrective action.
- ix. Assisting in managing eviction processes by preparing necessary documentation and ensuring adherence to legal and regulatory procedures.
- x. Responding to property-related emergencies, such as maintenance failures or safety incidents, and escalating issues as necessary for resolution.

### REQUIRED QUALIFICATIONS

For appointment to this level, a candidate must have:

- i. Bachelor's Degree in any of the following fields: Real Estate Management, Construction Management, Valuation and Property Management, or a related field from a recognized institution; and
- ii. Proficiency in computer applications.

### KEY SKILLS AND COMPETENCIES

- i. Report writing and presentation skills;
- ii. Communication skills;
- iii. Analytical skills
- iv. Creativity and Innovative skills;
- v. Planning and Organizing skills;
- vi. Interpersonal skills;

### HOW TO APPLY

Interested and eligible candidates may apply and access the detailed job description, specifications, and required experience for the position on the AHB's website at

<https://affordablehousingboard.go.ke/careers> or [www.acalconsulting.co.ke/Careers](http://www.acalconsulting.co.ke/Careers)

Candidates should submit their applications, including the cover letter, a copy of their National ID, copies of their academic and professional certificates, testimonials, and a detailed CV, indicating current position, qualifications, working experience, names of three (3) professional referees, current remuneration, and daytime telephone.

Applicants MUST submit their completed application quoting the job reference for the specific position addressed to.

**THE CHAIRMAN,  
AFFORDABLE HOUSING BOARD (AHB),  
P.O BOX 27521- 00100,  
NAIROBI.**

Applications should be received by 17th March 2026, 5p.m E.A.T

No physical applications will be allowed. All applications must be submitted via the portal. It is an offence to include incorrect or misleading information in the applications as per the provisions of the Public Officers Ethics Act, 2003.

*AHB is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. PLWD are encouraged to apply. Applications without the relevant qualifications and copies of required documents will not be considered. Any canvassing will lead to automatic disqualification.*

Only shortlisted candidates will be contacted